



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 124

TO: School District Superintendents
WISE Coordinators
Business Managers

FROM: Shannon Cranmore, Data Analyst/EDEN Coordinator
Technology, Careers, and Data

DATE: August 29, 2008

SUBJECT: FALL 2008 WEN VIDEO TRAINING
WDE602 – WISE School District Staff Member Collection

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DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on September 10, 2008 to address the WDE602 - WISE School District Staff Member Collection. The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum will answer districts' most frequently asked questions regarding the fall 2008 WDE602 data collection and provide information on the upcoming training.

Information on the Training

When is it?

The WDE602 training will be held on **Wednesday September 10, 2008 from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attends, along with your Human Resources representative and/or Business Manager.

What is the Agenda?

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE602 data collection.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is Friday September 5, 2008.**

Information on the WDE602 Collection

What is the WDE602 data collection?

The WDE602 is the fall collection for the School District Staff Member data collection.

How is this Year's WDE602 Collection Different from Last Year?

1. A minor revision to the Full-Time Equivalency (FTE) calculation. This was effective in the WDE652 year end report. A calculation flowchart will be available within the data collection guidebook.
2. Additional business rules will be added to the SRM to ensure the accuracy of the WDE602 data. The new rules will be made available in the data element documentation that will be posted with the other collection documents.
3. The WDE652 from the spring 2008 collection will be used to populate the WDE602 with your latest data.

What is the Snapshot Date for this Collection?

For the 2008-09 school year, the snapshot for the WDE602 is October 1, 2008.

When is the Collection Window?

The data collection window is from October 1, 2008 through October 27, 2008.

The fall 2008 WDE602 data collection is due on or before Monday October 27, 2008 by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system.

Where are the Collection Documents Posted?

The current data elements, business rules and staffing manual/guidebook will be available on the WISE website no later than Friday September 5, 2008. A link to the WISE website is available through the Forms Inventory at

School District Superintendents
WISE Coordinators
Business Managers
Memo No. 2008-124
Page 3

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=602. School districts will be contacted via e-mail once this document has been posted to the WISE website.

When were Districts First Notified of this Collection?

The fall 2008 WDE602 collection was first addressed in Superintendent's Memo No. 2008-105 and was sent out to districts on August 01, 2008.

Who to Contact for More Information?

If you have any content questions regarding the WDE602, please contact Shannon Cranmore at 307-777-6245 or scanrm@educ.state.wy.us.

If you have any submission questions regarding the WDE602, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.